



Dear Parents and Carers,

Due to some reorganisation issues we are making several changes to our Nursery provision which we need to tell you about.

Nursery staff will **no longer** be accepting money for lunch provision or additional hours. If your child has lunch at Nursery or does additional hours, please take the money to the office in the main school in a named and sealed envelope. **This will be with immediate effect.**

From **January 2018** we will no longer be offering additional lunch sessions unless your child has the 30-hour provision, or extra morning or afternoon sessions. The children who have 30-hour provision will continue to eat lunch at Nursery and stay for the afternoon. Parents will be invoiced for these sessions on a monthly basis and payment must be taken to the school office.

In an emergency situation we may be able to offer an occasional lunch or additional session but this will need to be agreed with Ms Budgen first and the payment made to the office.

Thank you for your co-operation in this matter,

Ms Budgen